



Division of Human
Resource

REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



P.O. Box 9041
1000 Monrovia,
10 Liberia

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VACANCY ANNOUNCEMENT

The National Standard Laboratory is seeking application from qualified individuals for the position of Quality Manager. The quality manager heads the Quality Department of the National Standards Laboratory (NSL) based on ISO 17025:2005 in all laboratory practices. He/ She is the holder of all quality documentations and facilitates the adherence to the quality policy and objectives of NSL. He/ She is a lead-person in the accreditation process of the NSL and mobilizes collective responsibility in the execution of the Lab Quality Plan.

DUTIES AND RESPONSIBILITIES:

- Facilitates the formulation and adherence to quality policy and objectives by the labs;
- Writes, updates, and revises quality documentation including quality manuals, SOPs, forms, working instructions – quality documentations;
- Keeps a current master-list of all quality documentations;
- Ensures that lab personnel and adequately trained in QMS;
- Sets-up and maintains quality control regime across labs;
- Organizes quality cycle meetings, audits, corrective actions (CAs) and preventive actions (Pas) meetings, and management review meetings;
- Facilitates the lab quality plan, proficiency testing and accreditation programs;
- Supervises the activities of the sample receptionist and safety officer.

QULIFICATIONS

- Must have a bachelor's degree in any engineering discipline or the basic sciences, with at least three (3) years of experience in quality management system in similar institution(s);

- a master's degree in quality assurance or basic sciences or management sciences is an additional advantage;
- Must be a certified lead auditor in ISO 17025:2005; or have essential training in quality management systems (ISO 17025:2005 and ISO 9001)
- Must have an appreciable working experience in how to facilitate the establishment, implementation and improvement of the quality management system;
- Must know how to write quality documents – including manuals, standard operation procedures and work instructions
- Must be able to analyze and interpret quality data, including standards or quality control measures;
- Must be able to meet deadlines and deliverables.

HOW TO APPLY

Complete applications must be submitted no later than June 30, 2016 at 5:00pm and shall include the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for the position;
2. A complete curriculum vitae which will include the names and contact details of three references that can attest to your professional qualification and/or work experience;
3. Documentations i.e., copies of degrees and certificates that addresses the minimum requirements of the position

All applications must be sent via hard copy and address to:

The Human Resource Director
 Ministry of Commerce & Industry
 3rd Floor
 Ashmun & Gurley Streets
 Monrovia, Liberia